

**Michigan Supreme Court
State Court Administrative Office**

P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0130
John D. Ferry, Jr., State Court Administrator

M E M O R A N D U M

DATE: January 9, 2004

TO: Chief Judges

FROM: John D. Ferry, Jr.

SUBJ: 2003 Annual Leave Report

In accordance with the MCR 8.110 requirement that chief judges maintain records of judicial absences to be available to the Supreme Court, please provide a record of judicial absences for your court for calendar year 2003 to your Regional Administrative Office by February 6, 2004. In the report, please include any vacation leave which you approved for carry-over to be used during the first quarter of 2004, in accordance with the judicial vacation standard [MCR 8.110(D)(3)]. Please mail or fax the report to your SCAO Regional Office:

Region 1:

State Court Administrative Office
Region 1
PO Box 02984
Detroit, MI 48202
(313) 456-0625
FAX (313) 456-0633

Region 2:

State Court Administrative Office
Region 2
PO Box 30048
Lansing, MI 48909
(517) 373-9353
FAX (517) 373-8760

Region 3:

State Court Administrative Office
Region 3
PO Box 750
Mt. Pleasant, MI 48804-0750
(989) 772-5934
FAX (989) 773-0457

Region 4:

State Court Administrative Office
Region 4
PO Box 100
Gaylord, MI 49734
(989) 732-3311
FAX (989) 732-4237

Attached is a copy of the model Annual Judicial Absence Report form (SCAO 25a) for reporting leave usage. Please use that form to report leave usage, unless you have another locally developed form or record that provides the same information. If you have already reported judicial absences for calendar year 2003 (including any vacation leave carry-over), you do not need to submit another report.

Thank you for your cooperation. If you have any questions, please contact your Regional Administrator.

Attachment

cc: Regional Administrators